

TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP
MEETING MINUTES

Wednesday, September 29, 2004

Meeting was held in the 1st Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

Present:

Members:

Marc Johnson, Vice Chair, DNR
Dennis Hausman, DIS
Sgt. John McIntosh, DFW
Jose Zuniga, DOC
Allen Josue, EMD

Minutes:

Dana Little, WSDOT

Guests:

Skip Osteyee, Motorola
Fred Radovich, Motorola

Approval of Minutes:

The meeting minutes from 9/15/2004 were reviewed and approved with a few minor corrections.

Report on DOC (McNeil Island) Partnership with the City of Tacoma

- MICC tower configuration analysis was started today.
- A brief was submitted to Kevin Kearns of NPSAC in regards to the ITAC4 channel and what we want to do. He thinks it should be no problem.
- Jose Zuniga said that a formal letter from the SIEC chair is not needed at this time.

OSCCR Agreement

- This topic will be reviewed more so at the next Technical Frequency Management Meeting as Alan Hull was absent today.
- Discussion occurred on coming up with a procedure of how we are going to present OSCCR to people and plan for information dissemination.
- Allen Josue presented the final OSCCR that is ready for presentation.

Update to Federal Engineering

- In contract negotiations with John Murray on the plan due December 31st.
- The first three forums start next week with the first one in Spokane on 10/5.

TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP
MEETING MINUTES

Unlicensed Spectrum

- Dennis Hausman spoke with Chip Holcomb and found that the SIEC can delegate to a sub committee. A committee was developed to work on procedures that includes David Stern, Mark Healy, and Chief Porter as the chair.
- Discussion was had involving risk level in reference to projects, as the Risk Severity Matrix was approved by the SIEC.

Infrastructure & Development of Gateway Devices

- This topic was tabled until the next meeting.

Use of Federal Interoperability Frequencies with Sponsorship for use by State agencies.

- This topic was tabled until the next meeting, as Don Miller was not available to present on this topic.

Relationship/similarity between the duties of the Technical Working Group and the SAW Group

- Discussion occurred involving the duties of each group, their similarities and differences, members that attend both meetings, and possible solutions/alternatives for meeting situations.
- There was a motion that was approved by all members to pass on this discussion to the SAW Group.

The next scheduled meeting for the Technical Frequency Management Work Group will be held on Wednesday, October 13, 2004 from 10:00am-12 Noon. The location of the meeting is at DIS 1110 Jefferson Street SE, Olympia.

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION (DOT)

And

WASHINGTON STATE
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION (EMD)

PLAN FOR
ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)

Revised 8/04

PREAMBLE

The Washington State Department of Transportation recognizes that local, state, and federal highway systems are affected during a natural or man-made emergency or disaster and that coordination between all response functions is essential for the protection of life and property.

STATEMENT OF PURPOSE

To provide a two-way radio frequency for “on-scene” command and coordination during a multi-agency response environment, to an emergency or disaster, within the state of Washington.

For the purpose of this plan, multi-agency response environment is defined as, “an emergency situation and/or incident where two or more local response functions are proceeding to, or are on scene”, and on-scene command and coordination is defined as, “communications needed for the purpose of mutual decision making, involving two or more responders.”

OSCCR PLAN

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INTRODUCTION

This On-Scene Command and Coordination Radio (OSCCR) plan establishes a common radio frequency, 156.135 MHz, for use throughout the state, by two or more responders during periods of emergencies or disasters.

When fully developed, this capability will greatly enhance an emergency responder's ability to perform mutual aid service.

The OSCCR Plan sets forth the organization, administration, and procedures for use of this frequency.

Participation on this frequency is open to all emergency responders that may have a decision-making role at the scene of an emergency or disaster.

Responders meeting the criteria and accepting the conditions as established in the OSCCR Plan are encouraged to participate in the program.

ORGANIZATION AND ADMINISTRATION

A. OSCCR Established

1. Under the provisions of appropriate Federal Communications Commission rules and regulations and under the general supervision of the State Interoperability Executive Committee (SIEC) and the Washington State Department of Transportation (WSDOT), the on-scene command and coordination radio frequency, 156.135 MHz, is hereby established.
2. This frequency will serve as the “Primary Command Channel” for incidents involving two or more responding agencies.
3. Its utilization and operation shall be in keeping with the provisions of Federal Communications Commission (FCC) rules and regulations, parts 90.23 and 90.42(a)(d)(k).
4. Day-to-day management of this plan is delegated to the Military Department, Emergency Management Division (EMD) regarding local jurisdiction/agency requests and Department of Transportation (DOT) regarding state agency requests.
5. The use of this frequency may be referred to as OSCCR (pronounced “oscar”).

B. Steering Committee Established

Reserved for procedures to be established by the State Interoperability Executive Committee (SIEC).

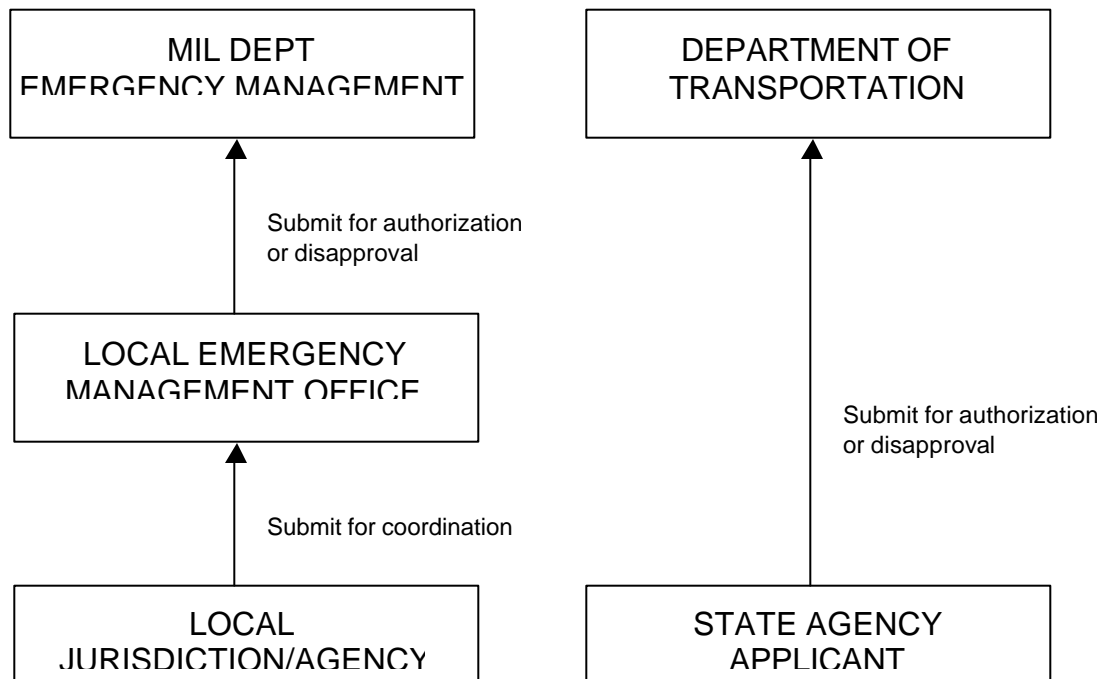
II. APPLICATION FOR OSCCR PARTICIPATION

Application for OSCCR by local jurisdictions/agencies and state agencies shall be accomplished through submission of the application form at Appendix 1. Additionally, the agreement at Appendix 2 should be signed and accompany the application. Submission will be made as indicated through the following flow chart. Local jurisdictions/agencies will coordinate and submit application through respective county or city emergency management offices to ensure use is reflected within local emergency plans.

Upon review and approval by EMD or DOT a letter of authorization and a completely signed copy of the agreement will be provided to the applicant.

The letter of authorization and agreement binds the applicant to ensure that use of OSCCR is maintained within the rules and regulations of the FCC and this plan.

OSCCR APPLICATION PROCESS



III. AUTHORIZATION FOR USE

A. Mobiles and Portables

All mobile and portable radios on the OSCCR frequency, 156.135 MHz, shall operate under the letter of authorization issued by the Washington State Military Department, Emergency Management Division (EMD) or the Washington State Department of Transportation (DOT). No agencies other than DOT or EMD shall maintain an FCC license to operate mobiles or portables on this frequency.

B. Power Limitations – Mobiles and Portables

Transmitted power shall not exceed 100 watts output power.

C. Base Stations

No base stations are authorized to operate on this frequency.

D. Use During Exercises or Training

Authorized users may operate on the frequency only during exercises or for training provided:

1. Agencies within the exercise or training area that use the adjacent channel(s) to 156.135 MHz are notified and concur.
2. Extreme effort is taken to minimize the exercise or training traffic and all transmissions are short and concise.
3. All exercise or training traffic will cease and yield immediately to real operational traffic.
4. A statement will be transmitted via ACCESS to "OLYEM" (the 24-hour, State EOC) stating the date and times the exercise or training session will be utilizing OSCCR and the affected adjacent channel users, and a statement of their concurrence.

E. Unauthorized Uses of OSCCR

OSCCR is not authorized for the following purposes:

1. Use as a "chat" channel between users.
2. Use as a "tactical" channel.
3. Use for routine or administrative business
4. Use for dispatch

IV. UNIT IDENTIFIERS

When transmitting on OSCCR, the unit shall identify itself by the following designator:

A. City

The city name followed by the normal unit/personnel number.

Example: Spokane 208

B. County

The county name followed by “county”, then the normal unit/personnel number.

Example: Spokane County 208

C. State Agencies

The agency name followed by their personnel/radio number.

Example: Ecology 201

D. Federal Agencies

The agency name followed by their personnel/radio number.

Example: US Marshal 000; Navy 000

E. Non-government Responders

The company name followed by their normal unit/personnel radio number.

Example: Puget Power 36

V. COMMUNICATIONS TERMINOLOGY

Plain language will be used when operating on this frequency.

APPENDIX 1

OSCCR Application

The following application form is to be prepared and submitted to the following addresses:

For Local Jurisdictions/Agencies – Submit application through local EM office

Military Department
Emergency Management Division
Camp Murray, Building 20
Camp Murray, WA 98430-5122

For State Agencies

Department of Transportation
Transportation Building
P.O. Box 47300
Olympia, WA 98504-7300

On-Scene Command and Coordination Radio (OSCCR)
Use Application

Please provide or check the following information:

Local jurisdiction/agency request: _____

State agency request: _____

Agency name: _____

If approved for use, the following number of units proposed for operation on the frequency will be:

Mobiles: _____

Portables: _____

24-hour contact phone number: _____

Local EM Office approval:
(local applicants only) _____

It is understood that the addition of units beyond those requested above must be approved by EMD or DOT, in writing, before the fact.

APPENDIX 2

OSCCR Use Agreement

The following document is the OSCCR Use Agreement that must be signed and submitted with the application form when applying for use of OSCCR.

Upon approval by EMD or DOT, a letter of authorization and a completely signed copy of the use agreement will be provided to the applicant.

As stated in the agreement, authorization will normally be granted until expiration of the FCC license issued to the state or terminated by either party upon written notice to do so.

Please refer any questions, issues, or concerns regarding authorization and this agreement to either EMD or DOT.

On-Scene Command and Coordination (OSCCR)
Use Agreement

This agreement, entered into this _____ day of _____, 20__ at Olympia, Washington; between the State of Washington hereinafter called state, and _____, hereinafter called jurisdiction.

WITNESSETH:

1. Jurisdiction, agrees to acquire, at its own expense, radio communications equipment to operate on frequency 156.135 MHz (OSCCR), and to operate and maintain such equipment as provided in the OSCCR Plan, and which is hereby incorporated and made a part of this agreement by reference, and in following paragraphs 2 and 3.
2. Jurisdiction agrees to comply with the terms of the license granted by the Federal Communications Commission to the state, which shall regulate the use of such equipment in the name of the state. The equipment will remain the property of the jurisdiction.
3. Jurisdiction agrees to operate and maintain said equipment in accordance with the rules and regulations of the Federal Communications Commission and operating procedures established by state, without cost to the state. In the event of any violation by jurisdiction of such rules and regulations or this agreement, or of any other law respecting the operation of said equipment, after review, the state, in its discretion, may terminate this agreement upon fifteen (15) days notice to jurisdiction, paragraph 7 notwithstanding.
4. Jurisdiction agrees to make immediate corrective action, irrespective of any termination action taken as a result, of a violation described in paragraph 3 for noncompliance with Federal Communications Commission rules resulting in state receiving an Official Notice of Violation. Jurisdiction shall provide state with required information to formulate a written reply within ten (10) days of state's receipt of notice.
5. Jurisdiction agrees to pay monetary forfeiture imposed upon the state resulting from noncompliance with Federal Communications Commission rules by jurisdiction.
6. Jurisdiction agrees to reimburse state for any and all liability arising out of the performance of this agreement which may be imposed on state by law arising from the acts or omission of jurisdiction.

7. The term of the agreement, as established by state, commences _____, 20____ and shall be concurrent with that of the Federal Communications Commission license issued to state in respect to said equipment, subject to termination by either party hereto upon thirty (30) days written notice to the other.
8. All notices to be given or which may be given by either party to the other shall be deemed to have been fully given when made in writing and deposited in the U.S. Mail, registered and postage pre-paid, and addressed to either as applicable:

Military Department
Emergency Management Division
Camp Murray, Building 20
Camp Murray, WA 98430-5122

OR

Department of Transportation
Transportation Building
P.O. Box 47300
Olympia, WA 98504-7300

and to jurisdiction at: _____

The address to which notices shall or may be mailed, as aforesaid, to either party shall or may be changed by written notice by such party to the other, as hereinbefore provided; but nothing herein contained shall preclude the giving of any such notice by personal service.

9. It is mutually agreed and understood that no alteration of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein shall be binding on any of the parties hereto.

IN WITNESS WHEREOF, this agreement has been executed, by and on behalf of the parties hereto, the day and year indicated as established by state in paragraph 7.

Jurisdiction

Washington State
Military Department or
Department of Transportation

By:

Signature

Signature

Name (type or print)

Name (type or print)

Title

Title

Approved as to form as applicable:

Spencer Daniels
Military Department, ATG

Rusty Fallis
Department of Transportation, ATG